

**MINUTES OF A MEETING
OF RESOURCES MEETING
COMMITTEE
HELD ON 18 JULY 2019
IN THE TOWN COUNCIL OFFICES, LEDBURY**

PRESENT Councillors Bannister, Harvey, Howells, Knight, Manns and Whattler

IN ATTENDANCE The Town Clerk- Angela Price
The Minute Taker- Olivia Bundy

R9. APOLOGIES

Apologies had been received from Councillors Morris, Eakin, Vesma

R10. DECLARATION OF INTERESTS

None received

R11. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON THE 19 JUNE 2019

Members agreed that it would be useful to add another column to the action sheet under the heading 'status' to report actions as completed.

RESOLVED:

- 1. That the minutes of the meeting of Resources Committee held on the 19 June 2019 be approved and signed as a correct record.**
- 2. That The Town Clerk adds another column to the action sheet with the heading 'Status'.**

R12. TERMS OF REFERENCE

Members were requested to give consideration to the Draft Terms of Reference.

Councillor Harvey suggested that the Resources committee should be responsible for handling complaints and grievances and advised that this needs to be added to the committees delegated responsibility and not deferred back to Full Council.

The clerk advised that she is dealing with the policies and is currently working with citation to complete these.

Members agreed that point 5 of the Draft terms **'To make decisions on the Training and Development budget process for staff and Councillors'** should be moved to "By Way of Recommendation" and that the Budget be added onto the Terms and Reference to be received and noted.

RESOLVED:

1. **That the handling of complainits and grivances be added to the Terms of Reference under Delegated Powers.**
2. **To make decisions on the Training and Development budget process for staff and Councillors be included in the “By way of Recommendation” section of the Terms of Reference.**

R13. NATIONAL JOINT COUNCIL FOR LOCAL GOVERNMENT SERVICES, NATIONAL AGREEMENT ON PAY & CONDITIONS OF SERVICE

Members were requested to give consideration to signing up to the National Joint Council for Local Government Services- National Agreement on Pay and Conditions of Service (NJC Green Book).

RECOMMENDATION

That a recommendation be made to Full Council that the Council signs up to the National Joint Council for local Government Services – National Agreement on Pay and Conditions of Service

R14. OCCUPATIONAL HEALTH PROVISION

Members were asked to consider joining an Occupational Health Service and authorise the Town Clerk to obtain 3 quotes for submission to committee.

RESOLVED

That the Town Clerk obtain 3 or more quotes for Occupational Health Provision in the future.

R15. TIME OFF IN LIEU

Members were requested to receive and note the TOIL accrued by the Town Clerk for the period 18 April – 10 July 2019

Councillor Harvey suggested taking advise from other local councils of a similar size and meeting schedule and suggested Council may need to consider employing a member of staff to share meetings due to the current workload in the office.

The Town clerk advised that she will provide a TOIL report onto Resources Committee agendas as a matter of course.

Members suggested reviewing the Town Clerks TOIL in 6 months at their meeting on 16 January 2020.

RESOLVED:

That the Town Clerk contacts other Councils of a similar size and meeting capacity to establish alternative procedures and recommendations on

TOIL and submit a report to the Resources Meeting on the 16 January 2020.

R16. HEALTH AND SAFETY ISSUES

The Town Clerk updated members of a meeting with Ellis Whittam, the Councils Health and Safety Consultants who advised that a Legionella Risk Assessment be carried out in the offices.

Members agreed to incorporate a 'Project Plan' into the 2020/21 budget for all Health and Safety including PPE for the Groundsman and the costs of grounds maintenance equipment.

RESOLVED:

That Health and Safety is added to the 2020/21 Budget under 'Project Plan'

R17. LONE WORKING POLICY

Members advised that the following wording in red be added;

Duties of Employer

- i. 1. Ensure that the employee is provided with safe and adequate equipment and ensure that they are trained in the correct and safe of all equipment **as appropriate.**
2. Ensure that the premises are safe and ensure that the employee is made aware of any potential hazards, as identified in the risk assessment **by the Health and Safety Officer.**

Duties of Employee

- ii. 3. Wears PPE provided **as appropriate to task**

Communication Equipment

- iii. 4. **CCTV**
5. **Mobile phones for the Town Clerk and Deputy Clerk**
6. **Staff to send a message or call to The Town Clerk or Deputy Clerk if finishing late.**

Accidents

7. **Employees and Staff to report any incidents in the Accident Book.**

RESOLVED:

That the Town Clerk adds the above points as highlighted to the Lone Working Policy prior to its referral to that Finance, Policy & General Purposes Committee.

R18. NEW STARTER INDUCTION PACK

Members were asked to approve the new 'Line Manager Induction Pack' for new Staff joining the Council

Members agreed that it would be beneficial for new Staff and Councillors to read the Councillor Procedures and Policies as part of their induction.

RESOLVED:

That the induction pack be noted and received and that the Town Clerk add a 'received and understood' document to the pack for staff and Councillors to sign.

Olivia Bundy, the Minute Taker left the meeting.

R19. BUDGET MONITORING REPORTS 1 APRIL – 30 JUNE 2019

Members were requested to receive and note the Budget Monitoring Reports for 1 April to 30 June 2019.

RESOLVED:

That the Budget Monitoring Reports be received and noted, noting that on future reports some of the information is not relevant to the Resources Committee.

RECOMMENDATION

That a recommendation be made to the Finance, Policy & General Purposes Committee that a virement of funds from Nominal Codes 4016 (Town Cleaner) and/or 4017 (Deputy Groundsman) to Nominal Code 4001 (Temporary Staff Salaries) be made

R20. EXCLUSION OF PRESS

RESOLVED: That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest, that the press and public are excluded from the remainder of the meeting.

R21. UPDATE ON STAFFING MATTERS

Members were requested to give consideration to an interim report in respect of staffing matters.

Members were provided with a number of job descriptions for consideration and following some considerable discussion it agreed that the Town Clerk would compile one complete Job Description for the role in question utilising the proposed job description provided by a previous member of staff, which provides details of all tasks required of the role.

RESOLVED:

That the Town Clerk compiles one complete Job Description for the role in question utilising the proposed job description provided by a previous member of staff and the current job description

R22.

OUTCOME OF MEETING WITH CITATION

Members were provided with a report from Citation following a recent meeting with the Clerk and Deputy Clerk.

RESOLVED:

- 1. That it be noted that progress is being made with HR issues**
- 2. That the report from Citation be deferred to the next meeting of the Resources Committee due to it only being made available at the meeting.**

R23.

POST HOLDER 35 - SALARY REVIEW

Members were provided with a report in respect of post holder 35 requesting them to consider a review of the post holder's salary in recognition of the position held by the post holder.

RESOLVED:

That a recommendation be submitted to a meeting of the Finance, Policy & General Purposes Committee that post holder 35 be placed on SCP 23 with immediate effect and that they be awarded an increment for each unit of the CiLCA qualification as and when they are completed, which will result in them being placed on SCP 29 once they have completed their CiLCA qualification.

R24.

POST HOLDER 04 - REVIEW OF ROLE AND SALARY

Members were requested to give consideration to a report in respect of a salary review for post holder 04.

Members were advised that the post holder was due to be appraised in the near future and they felt that any decision to increase the post holder's salary should be deferred until such time the appraisal has been undertaken.

RESOLVED:

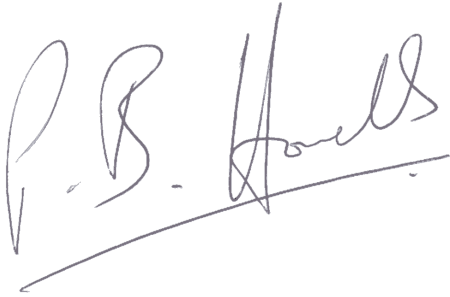
- 1. That the decision on a salary increase for post holder 04 be deferred until such time an appraisal has been undertaken and a report back to this committee advising of the outcome of that appraisal has taken place.**

2. That a review of the needs of resources in the Painted Room be undertaken at the end of the 2019/20 season.

The meeting closed at 9.20 pm

Signed

Dated 17 October 2019

A handwritten signature in dark ink, appearing to read 'P.B. Howell', is written over a single horizontal line.